

GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Exempt Duty Statement

Title: Assistant Director, Logistics Management
Class Code: 4503

In coordination with and under the direction of the Deputy Director for Logistics Management, the Assistant Director, Logistics Management is responsible for overseeing Disaster Logistics Planning and Coordination, Facility and Fleet Operations, Business Operations, and Physical Security.

The Assistant Director will oversee the implementation and maintenance of the Cal OES Continuity of Operations/Continuity of Government plan focusing on essential functions and ensuring continued operations during emergencies; maintains mission-critical operations after any emergency or disaster; directs emergency response and recovery activities by providing logistical planning, synchronization, accountability, and delivery of resources during an emergency or disaster. During an emergency or disaster, will coordinate and provides guidance to federal, state, county, and local agencies involved in emergency response and recovery operations. Reviews proposed legislation related to emergency response and recovery operations and advises executive management on its potential impact to Cal OES and formulates state-wide policy and procedures in response to new or revised legislation.

Directs, evaluates, and provides program expertise in the day-to-day management of critical administrative operations of the branch. Responsibility for developing and implementing program policy, priorities, and strategies to improve processes. Plans, organizes, evaluates, and manages administrative support programs in the Facilities Management. These programs perform functions and provide services related to emergency preparedness; contracts; procurement; lease management for multiple locations in multiple states, space planning; oversight of the nationwide master facilities plan and budget; coordinating complex facility repairs; fleet and transportation management.

Evaluates, formulates, recommends, and implements policies and procedures, in support of the Cal OES mission, core values, and vision. Evaluates changing trends for possible impact on Cal OES and division operations and makes recommendations on future Cal OES needs.

Establish goals and objectives, oversee and direct the development, establishment, and implementation of organization-wide policies, procedures, and programs and ensure consistency with applicable laws and regulations (e.g., Government Codes, California Code of Regulations, State and Federal employment laws, etc.). Ensure that

all policies and procedures are uniformly implemented and applied throughout Cal OES.

Serves as an advisor to the Director on disaster declarations, and recovery implementation strategies. Serves as acting Deputy Director as necessary; represents the Office in contact with the Governor or other key officials at the local, state and federal level, legislators, members of the Governor's Staff, the news media and the general public.

Ensures compliance with state/federal disaster regulations, authorities, standards and processes, and manages staff engaged in disaster recovery programs.

Responsible for the oversight of physical security for all operations, including building security/security systems, security personnel, and screening and credentialing of all staff and visitors.

Other duties as related, including directing disaster recovery operations, assigning state resources as necessary, managing the coordination of state and federal resources, as well as local mutual aid resources. During recovery operations, the incumbent is expected to work beyond a normal work schedule, with extensive hours exceeding 12 hours per day deployment expectations, fourteen consecutive workdays, with only a day or two, at the maximum, of time off during the deployment.

Incumbent is expected to work effectively and cooperatively under stressful conditions; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

Incumbent will be required to perform the function of the Executive Duty Officer on a rotational basis. These duties include, but are not limited to the following:

Executive Duty Officer (EDO) serves as the operational lead on behalf of Cal OES Executive Management. The EDO is expected to provide support 24 hours a day, 7 days a week and is the point of contact (POC) for state level coordination. Executive level management serves on a rotational basis throughout the year. Duties include:

- Establishing and ensuring a communication link exists with the California State Warning Center (CSWC).
- Acting as the 24-hour Point of Contact for state and federal level coordination including mission request tasking of resources and staff.
- Notifying and briefing Executive Management of significant events.